



FOOD SCOOP

“A Michigan Food & Nutrition Program Edition”

June, 2004

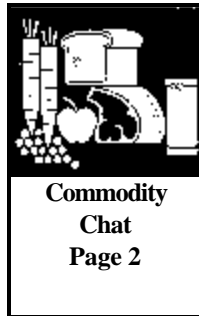
Issue No. 9

INSIDE THIS ISSUE:

FEATURE ARTICLES



**Regulatory
Issues
Page 2**



**Commodity
Chat
Page 2**

Attachments

Page

Calendar of Events

4

NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022



Regulatory Issues

MAY/JUNE CLAIMS FOR REIMBURSEMENT

If you have 10 or less serving days in June, you should combine those days with your May claim. When combining those claims, the May deadline applies which is July 30, 2004. If meals are served for more than 10 days in June, a separate claim for that month must be submitted. Even if the regular school year ends with less than 10 days in June, but you are operating a summer school program (**not** SFSP) that will bring the total number of June days to more than 10, you must submit a separate claim for June. Please submit your May and June claims as soon as possible after your last serving day for the school year. It is very important that we have this claim data so that the related fields on the Year End Report can be populated with accurate information. Do not fill out that report until you have submitted your final claim for the school year and it has been processed for payment.

The August and September claims should also be combined if you have 10 or less serving days in August. Do not combine the month of July with any other month.

If your district requires a summer month claim

form, this should have been indicated on your CNAP application. If you selected the months that require a claim form and completed the "Summer Months Claim Information Form", those claims will be available to you on MEIS. If you did not do this and find that you need an additional claim form, make the change to your application on CNAP for 2004. Make sure to save the changes and "Submit" the application again. Any questions about claiming for summer months can be directed to Pat Arend at (517) 373-2438 or email to: arendp@michigan.gov.

Year End Report SY 2003-04

Here are a few important reminders regarding the Year End Report for SY 2003-04:

Make sure that all claims for SY 2003-04 have been submitted and processed by MDE before entering and certifying the Year End Report online. The total number of reimbursable meals and the amount of federal reimbursement received for the school year will be taken from the monthly claims and will be inserted automatically into the Year End Report. If you should do the report before all of your claims have been submitted and processed or if you should amend any of your claims, we will need to repopulate your Year End Report with the correct federal reimbursement and total number of reimbursable meal information.

Food service programs that are charged for indirect cost by their school district must enter that charge in Column A, line 7 on the cost allocation sheet of the Year End Report. The amount that is entered in Column A, line 7 cannot exceed the amount that is displayed in Column C, line 7. The amount that is displayed in Column C, line 7 is the maximum amount that the school district can charge the school

food service fund for indirect cost.

Fund modifications (line 7 on the revenue and balance sheet of the Year End Report) involve money being advanced or transferred from the general fund into the school food service fund. Advances are considered loans that can be paid back to the general fund; transfers are considered gifts that cannot be paid back to the general fund. Therefore, the school district should maintain documentation that clearly defines the fund modification as an advance or a transfer. Remember, the fund modification line only reports the amount of net change that has occurred to the food service fund.

The Year End Report for SY 2003-04 must be submitted online via the Michigan Education Information System (MEIS) by August 1, 2004. Any amendments to the report must be submitted by August 31, 2004. After August 31, 2004, the site will be disabled and you will no longer be able to access the report.



Storage of Commodities

1. Foods should be stored only in refrigerators and freezers that are working properly and in good repair.
2. Refrigerators and freezers should be thoroughly cleaned and dried before foods are placed in storage for the summer.
3. Where walk-in type refrigerators and freezers are used, foods should not be placed directly on

the floor. Foods should be placed on pallets or on shelves, with a 1/2" space left between the walls and the food containers to insure proper air circulation. To prevent falling and possible damage, foods should be properly stacked.

4. Temperatures in the refrigerators and freezers should be taken and recorded daily. Recording thermometers should be on the outside so that temperatures can be taken and recorded without opening the door.

5. Thermometers and other refrigeration equipment should be checked periodically to insure that they are operating properly. It is desirable that this be done at least twice each week. Malfunctioning equipment should be repaired immediately.

6. After a power failure, refrigerators and freezers should be checked to make sure they are operating properly and that stored foods are in good condition.

7. All refrigerators and freezers should be locked. Keys should be left with the individual in charge of the school. Only authorized personnel should be allowed to check the refrigerators and freezers and take the temperature.

8. Flour and other grain products should be refrigerated during the summer.

9. An effective insect and rodent control program should be maintained in all schools that store food.

10. Any dry storage items not placed in freezers or coolers should be maintained at 50-70 degrees.

11. Temperature reading should be recorded on a sheet of paper in each dry storage area and on each cooler or freezer door.

12. Label and date all food placed in storage, use this food first in the fall.

13. Keep records of all stored food, this will be of use when ordering food supplies for the fall as well as for purposes of accountability. This information will also be of use should losses or theft occur.

<div>June 2004</div> <div>CALENDAR OF EVENTS</div> <div>CHILD NUTRITION PROGRAM</div>	<div>Michigan State Board of Education</div> <div>Kathleen N. Straus, President</div> <div>Sharon L. Gire, Vice President</div> <div>Michael David Warren Jr., Secretary</div> <div>Eileen L. Weiser, Treasurer</div> <div>Marianne Yared McGuire, NASBE Delegate</div> <div>John C. Austin</div> <div>Herbert S. Moyer</div> <div>Sharon Wise</div> <div>Thomas D. Watkins, Superintendent</div> <div>Governor Jennifer Granholm, Ex-Officio</div>
June, 2004	
10	May Monthly Claim Due
29	April Monthly Claim Deadline
July, 2004	
10	May Monthly Claim Due (10 or less serving days in June can be included on the May claim)
30	May Monthly Claim Deadline